

Five Year Review Action Plan

Report Recommendation	Action Taken To Date (January 2010)	Further Action Required	Due Date	Date Completed
Mandate – Clarity and Performance				
Consider the need for, and direction of, additional promotion of the private managed forest program	<i>Committed to in Strategic Plan (see Part V section 6.0)</i>	<i>None</i>		
Leadership, Ethics & Culture				
Introduce annual self-reporting by Council members attesting to their compliance with the code of conduct	<i>Committed to in Strategic Plan (see Part V section 4)</i>	<i>Self-reporting of compliance by Council members Include in Annual Report</i>	<i>July 2010 Sept 2010</i>	
Planning				
Implement the strategic and annual planning process with links, as appropriate, to the budget process	<i>Developed Strategic Plan & Annual Plan with links to the budget process (see Part V section 8)</i>			
Include in the plan the regulatory filing requirements	<i>Committed to in Strategic Plan (see Schedule A, B & C)</i>			
Formally track progress against the annual and strategic plans and report progress in Council meetings	<i>Committed to in Strategic Plan (see Part VII and Schedules 4.3)</i>	<i>Assess and report quarterly</i>	<i>Quarterly 2010</i>	
Stakeholder Relationships				
Identify stakeholders, document each stakeholder relationship, and base stakeholder interaction and communication based on this analysis	<i>Stakeholders and relationships identified in Strategic Plan (see Part III)</i>	<i>Review Communications Plan</i>	<i>April 2010</i>	

Five Year Review Action Plan

Report Recommendation	Action Taken To Date (January 2010)	Further Action Required	Due Date	Date Completed
Conduct regular semi-annual meetings with the Ministry of Agriculture and Lands	<i>Committed to in Strategic Plan (see Part III)</i>	<i>Implement commitment</i>	<i>Semi-annual</i>	
Consider the need to conduct promotion and become more visible, in the context of the strategic plan	<i>Committed to in Strategic Plan (see Part V section 6.0)</i>	<i>Implement commitment</i>	<i>April 2010</i>	
Performance and Risk Management				
Conduct an exercise to consider and select further measures to demonstrate performance in relation to objectives	<i>Incorporated performance measures in Strategic Plan</i>	<i>Implement various performance measures</i>	<i>ongoing</i>	
Adopt risk management through: <ul style="list-style-type: none"> ➤ integrating a risk identification and analysis phase into the strategic planning process 	<i>Completed in Strategic Plan (see Part IV)</i>	<i>Implement risk management process</i>	<i>ongoing</i>	
➤ developing a policy that describes its risk management approach and activity	<i>Completed in Strategic Plan (see Part IV)</i>	<i>Implement risk management process</i>	<i>ongoing</i>	
➤ applying risk management thinking to the operations and finance functions	<i>Completed in Strategic Plan (see Part IV)</i>	<i>Implement risk management process</i>	<i>ongoing</i>	
Council Decisions and Information				
Consider introducing a standard minimum period for review of information prior to Council meetings, so that members may receive information packages on a timely basis.	<i>Policy established</i>	<i>Implement policy</i>	<i>Monthly</i>	

Five Year Review Action Plan

Report Recommendation	Action Taken To Date (January 2010)	Further Action Required	Due Date	Date Completed
Business Processes and Infrastructure				
For Audits and Inspections: ➤ document in policy the rationale for the conduct of audits and inspections, the relationship between them and the risks addressed in each process	<i>Initiated process</i>	<i>Prepare and present to Council</i>	<i>April 2010</i>	
➤ update the audit manual	<i>Initiated update process</i>	<i>Identify edits needed and update</i>	<i>Feb 2010</i>	
➤ ensure that the inspection manual includes a complete statement of objectives, information on the conduct and reporting of inspections, and the required elements of an investigation report	<i>Process completed</i>	<i>none</i>		
➤ ensure that inspection reports present findings in relation to all objectives	<i>Process initiated</i>	<i>Review and revise report template</i>	<i>March 2010</i>	
➤ conduct inspections as part of the deletion process when land is removed from the managed forest	<i>Policy decision made</i>	<i>Implement policy</i>	<i>As required</i>	
➤ enhance the quality assurance process to assure the consistent conduct of inspections	<i>Process initiated</i>	<i>Document existing process Conduct calibration meeting with consultants</i>	<i>Feb 2010 March 2010</i>	
➤ record the results of audits and inspections as management information relating to the managed forest units		<i>Review current recording process and revise if necessary</i>	<i>April 2010</i>	

Five Year Review Action Plan

Report Recommendation	Action Taken To Date (January 2010)	Further Action Required	Due Date	Date Completed
For Business Processes: ➤ strengthen the reconciliation to BCA data and the recording of complaints		<i>Document existing processes and complete minor amendments to Inquiry /complaints log</i>	<i>April 2010</i>	
➤ create a timeline for the conduct of investigations	<i>Addressed in Investigation Policy and Procedure</i>	<i>None</i>		
➤ complete the documentation of business processes	<i>Process initiated</i>	<i>Identify gaps and document</i>	<i>May 2010</i>	
For Information Management: ➤ develop an information management strategy to direct data management and retention activities and to further explore future information needs	<i>Process initiated</i>	<i>Prepare document matrix with storage and retention times</i>	<i>March 2010</i>	
➤ commence security improvements by removing back-ups of the hard drive to an off-site location	<i>Process initiated</i>	<i>Keep in bank security deposit box</i>	<i>Jan 2010</i>	
Finance and Administration				
The Chair periodically review all expenditure invoices during the cheque-signing process	<i>Formally implemented</i>	<i>Complete each quarter</i>	<i>Quarterly</i>	
Reconsider the chart of accounts (expense categories) used for recording and financial reporting	<i>Initiate review of chart of accounts</i>	<i>Complete review and revise for use in 2010 fiscal</i>	<i>Feb 2010</i>	
Redesign the monthly financial report format to provide more useful information	<i>Initiated re-design process</i>	<i>Complete re-design for use in 2010 fiscal</i>	<i>March 2010</i>	

Five Year Review Action Plan

Report Recommendation	Action Taken To Date (January 2010)	Further Action Required	Due Date	Date Completed
Document all financial policies and financial systems and processes	<i>Initiated documentation</i>	<i>Complete and retain documentation</i>	<i>April 2010</i>	
Clarify insurance coverage and taxes and ensure compliance with workers' compensation requirements	<i>Initiated review</i>	<i>Complete review and implement as necessary</i>	<i>March 2010</i>	
Improve office security by the addition and use of locking doors and cabinets.	<i>Installed and using new door locks</i>	<i>none</i>		

Date: January 19, 2010

Approved: 
Chair